SOUTHINGTON Public Schools

JOB DESCRIPTION

JOB TITLE: **FOOD SERVICE SECRETARY/BOOKKEEPER**

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Clerical and secretarial experience preferred.
3. Knowledge of bookkeeping procedures.
4. Experience in payroll preparation and basic accounting procedures.
5. Excellent computer skills required, Microsoft Office™ preferred.
6. Familiar with business machines.

REPORTS TO:
Food Service Director

JOB GOAL:
To assist the Food Service Director in meeting the Food Service Program goals.

PERFORMANCE RESPONSIBILITIES:

1. Maintain the general ledger including the posting of income, payments, payroll, and miscellaneous receipts.
2. Verify all invoices and allocate costs to appropriate programs.
3. Issue payments for accounts payable and payroll.
4. Balance ledger monthly.
5. Verify and correct weekly cash and attendance records.
6. Reconcile bank statements.
7. Maintain weekly income records and allocate costs.
8. Verify weekly attendance records and compute daily attendance averages for monthly statement.
9. Assist Food Service Director in preparing monthly financial statements, attendance records, and state reports.
10. Prepare year-end financial reports for the Director of Business and Finance.
11. Prepare and implement all appropriate payroll, tax, and payroll deduction records, and procedures.
12. Calculate, bill, and invoice for use of cafeterias.
13. Order necessary commodities for all school cafeterias.

TERMS OF EMPLOYMENT:
The school calendar, plus 10 days before, and 9 days after the school calendar. Working conditions established by the Board of Education.

EVALUATION:
Performance of the job will be evaluated annually by the Food Service Director.

JOBDESC.E10/RUTH
Revised 01-30-90; 01-03-00; 2-26-08
Approved by Policy Committee October 22, 2009
Approved by Board of Education November 12. 2009